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DD/S 66-5948

9 November 1966

**MEMORANDUM FOR: Executive Director-Comptroller**

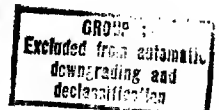
**SUBJECT : FY 67 Recruiting Adjustments**

1. This memorandum is for information only.
2. Following the FPBC meeting of 2 November at which tentative ceiling adjustments for FY 67 were given to each Directorate, I called a meeting of representatives of each Directorate to discuss the effect of these adjustments upon our recruiting program for the remainder of FY 67 and projecting into FY 68. At the meeting a briefing was given by the Office of Personnel on the Agency approved ceiling figure together with statistics on our on-board strength figures, the number of positions on the books, the number of recruitment requests in process, and the anticipated rate of entrance on duty against the current estimated requirements. It was pointed out that each Directorate, in light of the ceiling restrictions, must conform its staffing plan to its new ceiling and must review its recruitment mix in ratio to the professional-clerical grade levels known and estimated attrition, and resubmit its recruitment requirements in light of these changed conditions. The present mix of recruitment requirements must necessarily be reviewed in view of the changing requirements.
3. I advised it was important that we carefully control our recruitment program for this fiscal year and next in order to ensure that our personnel recruitment pipeline remain fully active against selected specified requirements and not have it, in effect, "dry up" through abrupt curtailments. I further advised that in my opinion FY 68 was not going to offer any relief to these ceiling restrictions as it most likely would be about the level of FY 67 and our planning should encompass this projection.
4. One problem that was obvious from the statistics is the status of our Career Training Program and the necessity for the Directorates to absorb the students as quickly as they have completed their training. I indicated clearly that they were expected to absorb the CT graduates. As a result of the meeting I will present a special report on the CT Program status as this may pose some problems in light of ceiling restrictions.

SIGNED **R. L. Bannerman**

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**R. L. Bannerman**  
Deputy Director  
for Support



DD/S:RLB:maq

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OUTLINE

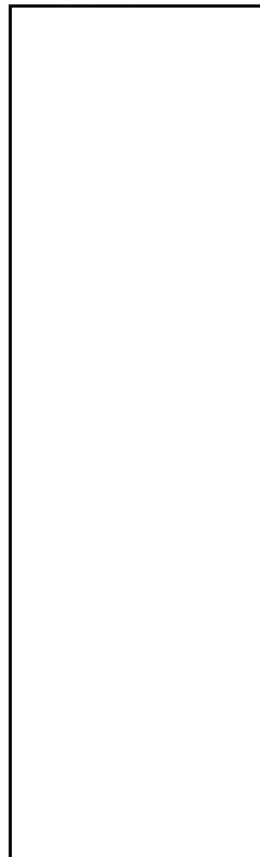
BRIEFING OF DIRECTORATES

FY 67 Recruiting Adjustments

1. Mr. Bannerman has reviewed the overall problem of adjusting to the new ceiling impositions with particular emphasis on the necessity of keeping a viable recruiting mechanism. To keep this system in being and alive we must adjust the recruitment effort for the balance of the year to so phase our work and adjust our sights as to keep producing through the year, though at a lesser quantity than originally planned and perhaps, consequently, at a higher average quality.

2. Now--what are the facts against which we must work? [I would propose that these numbers be written on the blackboard as the briefing progresses.]

- a. Agency ceiling FY 67 --
- b. DCI approved ceiling FY 67 --
- c. On-board strength, 31 July --
- d. On-board strength, 22 October --
- e. Positions on the books --
- f. Number in process (31 Oct) --
- g. CTP data
  - (1) ceiling --
  - (2) in process --
  - (3) in training --
  - (4) awaiting assignment --
- h. Estimated requirements --
- i. Estimated EOD's now in process --
- j. Attrition rate --  
(breakdown by MANS code and Directorate available)



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k. [ Perform the computation of subtracting the October strength from the DCI ceiling figure and adding to that difference projected attrition; the sum of these two figures then compared with estimated requirements, which comparison will emphasize the numbers problem-- see attached computation sheet.]

3. What does this mean and what action is necessary? Obviously, this means that each Directorate and each component of each Directorate must review its strength, ceiling, vacancy, attrition, requisition, posture. What we propose is essentially a repetition with new parameters of the recent advanced staffing plan exercise in which our Plans and Review Staff participated with the several Directorates. The same people who worked with your offices on that exercise are available to assist in these revisions. In abbreviated form the steps are as follows:

- a. Conform your staffing plan with your new ceiling.
- b. Review what you actually now have on board paying attention not only to numbers but to relative ratios of professional, clerical, grade levels, etc.
- c. Determine as firmly as possible your known attrition, which depends upon the sort of information not usually fed into the Central Office; such as the fact that Susie is pregnant but has yet to apply for maternity leave, and when she does, intends to leave at the expiration of her leave.
- d. Using factors which we can provide, add to your known attrition an estimate of additional attrition.

- e. From the above determine known and probable vacancies.
- f. Establish predictable and probable input.
- g. Review cases in process to determine whether all are desired under the present circumstances--advise Placement Division accordingly.
- h. Generate new or revise old requisitions with both numbers and timing (this year or next) determined as well as possible. In regard to this last item--that of requisitions--we must necessarily now insist that we will respond in our recruitment effort only to confirmed requisitions with numbers established. It is only against such a foundation that we can monitor and report progress and maintain control under these stringent circumstances. A good many office requisitions have recently been reviewed, so much of this work has been done. But your various personnel officers should insure that this final step is taken as soon as the staffing plans have been revised. There are, however, other requisitions which are old and we still have a good many in which quantities desired are not stated; these will have to be cleaned up.
- i. A last general remark. This whole exercise, for the balance of this fiscal year at least, is going to require the closest kind of coordination between your various offices and  people in Recruitment and Placement. Perfection, of course, isn't possible; but we would like to aim at coming out exactly even next June 30th, having spent the last nickel of our personnel allocation.

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COMPUTATION OF DIFFERENCE

DCI Approved Ceiling

On Board 22 October

October Strength (Rounded)

Attrition Factor  
(2/3 Annual Rate 10%)

Attrition

Plus

Anticipated Requirements

Estimated Requirements - now

Difference - Excess

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<p align="center"><b>CENTRAL INTELLIGENCE AGENCY</b> <b>OFFICIAL ROUTING SLIP</b></p>							
TO	NAME AND ADDRESS			DATE		INITIALS	
1	Deputy Director for Support 7D-18, Headquarters						
2							
3							
4							
5							
6							
ACTION		DIRECT REPLY		PREPARE REPLY			
APPROVAL		DISPATCH		RECOMMENDATION			
COMMENT		FILE		RETURN			
CONCURRENCE		INFORMATION		SIGNATURE			
<p><b>Remarks:</b></p> <p>Here is an outline of what we would propose to say to the Deputies (or their representatives) at the meeting you plan to call. We're ready at any time--and for us the sooner the better. Note that some of the work can start <u>before</u> we know the final BoB approved figures.</p> <p align="center"><b>SECRET</b></p>							
FOLD HERE TO RETURN TO SENDER							
FROM: NAME, ADDRESS AND PHONE NO.						DATE	
Deputy Director of Personnel 5E-56						4 NOV 1966	
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